

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL: 72030618B00004
2. ISSUANCE DATE:	November 07, 2017
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	November 21, 2017 no later than 16:30 Kabul time
4. POSITION TITLE:	Program Management Specialist
5. MARKET VALUE:	GS-12 (\$62,722 - \$81,541) Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE:	The period of performance is one year, with the possibility of extensions.
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. WHO MAY APPLY:	United States Citizens, United States Permanent Residents, Third Country (non-US, non-Afghan) Nationals*
9. SECURITY LEVEL REQUIRED:	As an employment pre-condition, the successful applicant is required to obtain a Secret clearance (if U.S. Citizen), or Moderate Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident or Third Country National)

10. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract:**

The Gender Office, the first in USAID, supports women's empowerment and equity, helps them gain access to public services and jobs, builds their capacity, and encourages their inclusion in public life. The incumbent serves as a member of USAID/Afghanistan's Gender Team by working with the team to improve activity design, performance management, monitoring and evaluations, financial analysis, communications, and strategic focus.

The incumbent will be a member of the Gender Office (GO). The incumbent serves as the GO's expert and resource person on matters related to USAID's policy and requirements and best practices to ensure that all Gender Office activities comply with the relevant USAID Automated Directives System specifically as it relates to programming, procurement, budget, monitoring/evaluation, reporting and compliance. The incumbent will provide a full range of consultative, information-gathering, analytical, evaluative, and written services.

The incumbent advises Gender Office team, and activity managers on matters where Gender Office programming is critical. The incumbent seeks and provides information resources and contributes technical assistance to and for Gender Office team and implementing partners. The incumbent may represent the office in interagency and international donor meetings. The incumbent also works strategically to enhance the awareness, knowledge, and overall capacity of Gender Office implementing partners on programmatic, budget and procurement issues.

*Please see Section 11: Area Of Consideration

The incumbent also serves as a focal point for the Gender Office Operational Plan, Performance Plan and Report, and other reporting in compliance with Mission directives.

2) Statement of Duties to be Performed:

The incumbent will have the following duties and responsibilities:

1. Implementation and Budget Planning:

Advises Gender Office on planning, executing, assessing and adapting development programming processes. The incumbent advises on budget planning; relevant international and national best practices, conventions, legislation, and how to apply them effectively within the Gender Office portfolio. This would include interfacing with the Mission's strategic planning process and ensuring the Gender Office portfolio is properly aligned with USAID strategies and results frameworks, including the Department of State's Women, Peace, and Security Policy; the U.S. Embassy's Gender Strategy for Afghanistan; the Civil-Military Strategic Framework for Afghanistan; USAID's Gender Equality and Female Empowerment Strategy; and USAID/Afghanistan's Strategy for Transformation, 2017-2024. The incumbent ensures the Gender Office portfolio is aligned with USAID/Afghanistan priorities, including the National Action Plan for the Women of Afghanistan, the Afghanistan National Development Strategy and the National Priority Programs; the National Priority Program Women's Economic Empowerment Plan and is attentive to strategic plans of other donors.

2. Maintain Expert Body of Knowledge:

The incumbent serves as the focal point for the Gender Office in programming by taking on responsibility for the legal, financial management and procurement of Gender Office funds. The incumbent, in consultation with the office directors may leads the Gender Office in a collaborative process of articulating policy and producing policy documents in order to guide programming decisions.

The incumbent serves as the focal point by conducting adequate planning and budgeting to ensure timeliness and relevance of programmatic decision-making information. In addition to conducting analyses required at relevant phases of the Program Cycle, the incumbent utilizes a range of analytic tools to support decision making. The incumbent also ensures that adequate knowledge and consistent familiarity is established by Gender Office personnel with respect to the Gender Office project portfolios by providing advice and guidance on information needed at key decision points.

3. Reporting:

The incumbent interprets monitoring results and advises on any required course corrections at a programmatic or strategic level. The incumbent further helps prepare the Gender Office submission to the Performance Plan and Report, Operational Plan, Country Development Cooperation Strategy, Strategic Objective Agreements, and Mission Resource Request. The incumbent further assists with monitoring and reporting on Congressional budgets and earmarks.

4. Program Design and Implementation:

The incumbent may guide the design of Gender Office activities in coordination with technical sectors; provides programmatic guidance and support for all Gender Office

activities, including reviewing concept papers, project appraisal documents, project solicitation documents, implementation letters, performance management plans, annual work plans, and evaluation/assessment statements of work for gender considerations and to ensure consistency with Agency policy; provide guidance for the completion of programs, projects, and activities and ensure the selection of indicators.

5. Implementation and Monitoring and Evaluation:

The incumbent serves as a Contracting/Agreement Officer's Representative or serves as an alternate for one or more Gender Office-managed agreements or contracts. In this capacity, the incumbent manages, monitors, and provides oversight to the grantee and/or contractor to ensure program progress and results.

3) USAID Consultation or Orientation (if applicable):

The selected applicant shall proceed to the Washington, DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

The incumbent functions with a high degree of independence and exhibits maturity and judgment, knowing when to seek guidance from the Office Director. This includes providing daily mentoring and capacity building to the local staff. Incumbent is also required to provide daily technical and administrative guidance to the staff as needed.

5) Supervisory Controls:

Incumbent does not have direct supervisory responsibility but s/he may function as a team leader for topical working groups and for the Gender Office. Incumbent sets priorities in concert with his/her direct supervisor.

11. AREA OF CONSIDERATION:

According to ADS 309.3.3, a "USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications."

Therefore, United States National (USN) offerors will be evaluated in isolation first, and only when/if there is no USN qualified, only then Third Country National (TCN) offerors will be considered.

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident ("green card holder");
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Secret clearance (if U.S. Citizen), or Medium Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident);

- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to obtain Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.
- Employment is subject to funds availability and all the required approvals obtained.

12. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) Education:** A Master's degree in international development, Public Administration, Development Studies, Business Administration, History, Social Sciences, Political Science. (Education requirements must be met at the time of application for the subject position).
- b) Work Experience:** A minimum of 7 years of experience working within international development in either, the public, private sector or academic institutions. (Work experience requirements must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplemental document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1:

Describe your experience in adapting programmatic areas of focus and resources to reflect local cultural principles and/or national strategy.

FACTOR #2:

Describe your experience in designing projects and/or activities.

FACTOR #3:

Describe your experience in learning from performance monitoring, evaluations, and other relevant sources of information to make course corrections as needed and inform future programming.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

Factor #1	20 points
Factor #2	20 points
Factor #3	20 points

Interview Performance: 40 points

Interview questions will revolve around the candidate's propensity to:

- Program Design and Implementation, Monitoring and Evaluation, Reporting
- Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line **SOL: 72030618B00004-Program Management Specialist** to: kblaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website:
<https://www.usaid.gov/forms/aid-302-3>
2. A current curriculum vitae (CV) or resumé.
3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of

applications, candidates must also meet in full the work experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)

- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRAT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR),

- **Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"**

- **Appendix J**, "Direct USAID Contracts with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>.

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.